

***CREATE TO-DO  
LISTS SO THAT YOU CAN  
IMPROVE YOUR PRODUCTIVITY***





To-do lists are very popular productivity tools. And being productive is something most people aspire to but it takes a lot of work to be productive. You have to be determined, motivated and organized. A to-do list is a list of things you need to do within a time frame. It helps you organize and reminds you of your intended tasks.

You can use a to-do list to organize any aspect of your life. Are you unsure about how much a to-do list can boost productivity? This article will help you decide.

## Benefits Of Keeping A To-do List

According to time management expert and author, David Allen, having a full schedule with no structure results in difficulties. You need a system and hurriedly scribbled notes on your hands don't cut it. A to-do list can provide you with the following benefits.

**Measure your progress:** A to-do list is a good way to keep track of your progress through the day or concerning a particular project. As you tick off activities on your list, you will feel motivated.

**Curbs forgetfulness:** If you are a person who struggles with forgetfulness, a to-do list can be extremely beneficial. You are less likely to miss an appointment or forget to make a call if you have it all written down on a list.



**Break down tasks:** A to-do list is a great way to divide big tasks into smaller actions. This is great for turning abstract goals into practical steps.

**Reduces anxiety:** If you find yourself feeling very anxious over the amount of work you have to do; a to-do list can help you calm down. A to-do list can help you sort out your work into a simple step-by-step process rather than the jumble of thoughts it would be without one.

**Keeps you focused:** Our lives can get pretty hectic due to unforeseen events and oftentimes people lose track of their original plans for the day. A to-do list is an easy way for you to go back to the drawing board at any time of the day and readjust your focus.

## How To Create A To-Do List That Works

### Clearly state your tasks

Not stating your task items enough is a mistake you should avoid. If your to-do list lacks precisely stated items, you likely may not prioritize them or remember immediately exactly what you intended to do. Either way, the tasks don't get done.

So, it is not enough to write "boss" on your list if you intend to email your boss. You should add the details of the task as well.



## Break down tasks

Be careful not to put down iceberg activities – tasks that seem simple but require extensive prepping or time in your list without first breaking them down. The same goes for big goals. There is a chance you will get stuck or exhausted from trying to finish those iceberg tasks and get nothing else done. Rather than put down something like "write a new novel" on your to-do list, why not put down an activity like "outline the first chapter of my novel."

## Plan with reality in mind

While planning your to-do list keep all aspects of your life in mind. If you have a family, or a side hustle, there are chances any of those could affect completing your list. So, don't fill up your to-do list with activities that you cannot realistically achieve while fulfilling your other obligations.

## Batch tasks

You can do some tasks on your to-do list in succession or simultaneously because they share similar tools and resources. It is smart to write them together. So that you can maximize the time and energy as you can easily transition from one to the other.

For example, if you have to email different people, group the tasks around the same period on your list. That way you send all the emails for the day while you are at the computer. It is way easier than sending the first email, visiting suppliers before setting to send the next email.



## Make it interesting

For a lot of people, a to-do list feels like shackles binding them to energy-sapping activities all day. Art Markman says we feel this way because our to-do lists are boring and void of motivation. So, when writing down your to-do items, add a line to remind you of the value of completing each task.

You should add fun activities in between serious tasks. That way you can take a well-earned break without feeling guilty. Also, you are less likely to get carried away if your fun activity is timed like the rest of your tasks.

## Order your tasks

You can organize your to-do list in more than one way. You can arrange items in order of most difficult to easiest and vice versa. You can also arrange items on your to-do list in an order of urgency or importance.

There are chances that you may be unable to completely tick off your to-do items. So, we recommend that you put the most important tasks on the top of your list. That way you get to them first and avoid problems arising from leaving important work undone.

## Keep it simple

Productivity isn't doing a lot at once, it is you doing things efficiently. So, don't be tempted to overload your to-do list with activities or complexities.



## Conclusion

Always keep your to-do list in your line of sight or somewhere that will take minimal effort to reach. That way it is easy to keep track and be accountable to yourself.

You may not clear every item in your to-do list within the dedicated time frame. A lot of people don't. But you will find that you achieved more with a to-do list than without one.